



UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TEXAS

E-FILING AND E-NOTICING REGISTRATION FORM

Requirements: An attorney seeking to file documents electronically must be (1) admitted to practice in the United States District Court for the Western District of Texas and be a member in good standing with the Court pursuant to Local Court Rule AT-1, (2) admitted pro hac vice, (3) authorized to represent the United States of America, or (4) proceeding as a non-prisoner pro se litigant.

Instructions: Complete this form to request an Electronic Case Filing (ECF) account from the United States District Court, Western District of Texas. Complete the form on-line and print a hard copy, sign it, and present it to your nearest Clerk's Office. **After verification, you will receive an e-mail confirming receipt of your application. Your login and password will be e-mailed to you at a later date. If your e-mail address changes, you must contact the court or you will be unable to e-file. An e-mail address is required in order to E-file and receive E-notices.** NOTE: **DO NOT** use this form to submit an address change to the court. If your address has changed, you must contact the court directly per Local Court Rule AT-9. Please provide the court with up to two (2) courtesy e-mail addresses. These individuals will receive courtesy copies of the notices you receive. I am registering for E-Filing / E-Noticing I am registering to receive E-notices ONLY

(Please type your full name, including generation; e.g., Sr., Jr., II, III, etc.)

First Name: _____ Middle Name: _____ Last Name: _____ Generation: _____
E-Mail: _____ Telephone: _____
Courtesy E-Mail #1: _____ Courtesy E-Mail #2: _____
Firm: _____ Address: _____
City: _____ State: (i.e., TX) _____ Zip Code: _____ Last 4 SSN: _____

Are you admitted to the bar of the Western District of Texas and a member in good standing or an attorney otherwise authorized to represent the United States? **Yes** **No**

Are you a non-prisoner pro se litigant? **Yes** **No**

State Bar Card No.: _____ State: _____

If admitted pro hac vice, please complete.

Date motion granted: _____ (mm/dd/yyyy) In case number: _____

By submitting this form, I hereby agree to abide by all Court rules, orders, policies and procedures governing the use of the electronic filing system. I also consent to service by electronic means in the circumstances permitted under those rules, orders, policies and procedures. I further consent to allow the court to provide e-mail notifications on my behalf to all parties registered with the ECF System in lieu of providing certificate of service per Local Court Rule CV-5 and CR-49. I understand that the combination of user id and password will serve as the signature of the attorney filing the documents pursuant to Rule 11 of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court. Therefore as a participant or attorney, I agree to protect the security of my password and immediately notify the court if I suspect my password has been compromised. As a participant or attorney, I now agree to be responsible for making all changes on the ECF system to my personal data, such as name, e-mail address, firm address, telephone number, etc., and I will update the appropriate data within the ECF system.

I already have an ECF login that I use at another Court, which is _____. Please assign the same login, if possible.

Signature of Registrant

Date

The first 2,000 e-filing registrants will receive a free copy of PDF software to assist you with e-filing. Details will be emailed to you.